

## User Reference Guide - Manage Profile

A CAMS login ID and password are required to access the Manage Profile page. Additionally, only each individual can make changes to their profile.

Log into CAMS with a valid ID and password

Select the **Application and Programs** menu option.

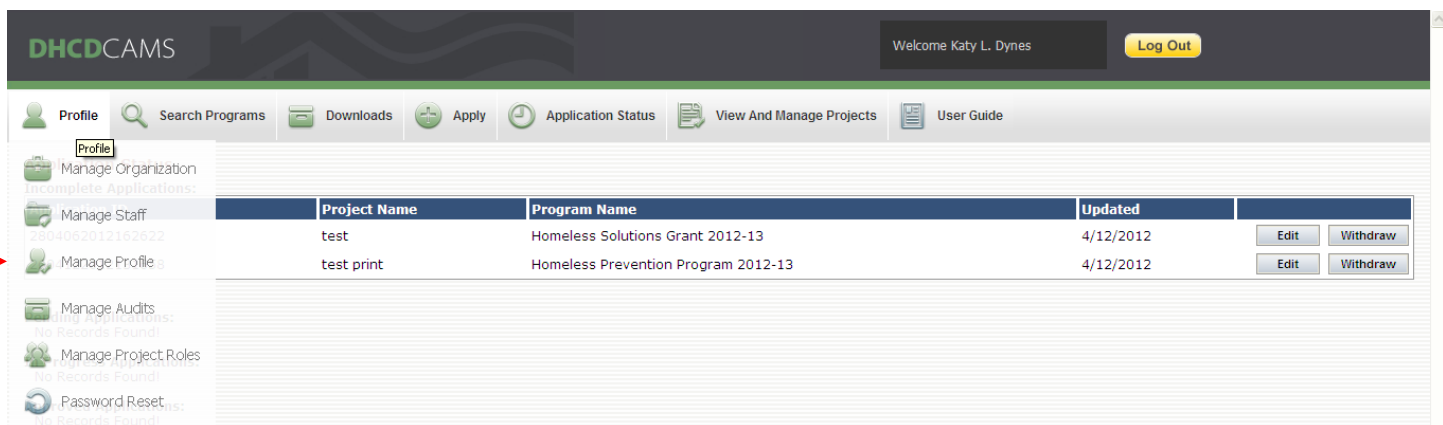
Hover over the Profile menu option at the top of the screen to view the available pages. Only the Profile Manager and Head of Organization will have access to update Manage Organization, Manage Staff and Manage Project Roles.



The screenshot shows the DHCD CAMS application interface. At the top, there is a header with the DHCD CAMS logo, a welcome message "Welcome Katy L. Dynes", and a "Log Out" button. Below the header is a navigation bar with icons and labels for "Profile", "Search Programs", "Downloads", "Apply", "Application Status", "View And Manage Projects", and "User Guide". A red arrow points to the "Profile" icon. The "Profile" dropdown menu is open, showing options: "Manage Organization", "Manage Staff", "Manage Profile", "Manage Audits", "Manage Project Roles", and "Password Reset". The "Manage Staff" option is selected, and a table displays staff information. The table has columns for "Project Name", "Program Name", "Updated", and buttons for "Edit" and "Withdraw".

Project Name	Program Name	Updated	Edit	Withdraw
test	Homeless Solutions Grant 2012-13	4/12/2012	Edit	Withdraw
test print	Homeless Prevention Program 2012-13	4/12/2012	Edit	Withdraw

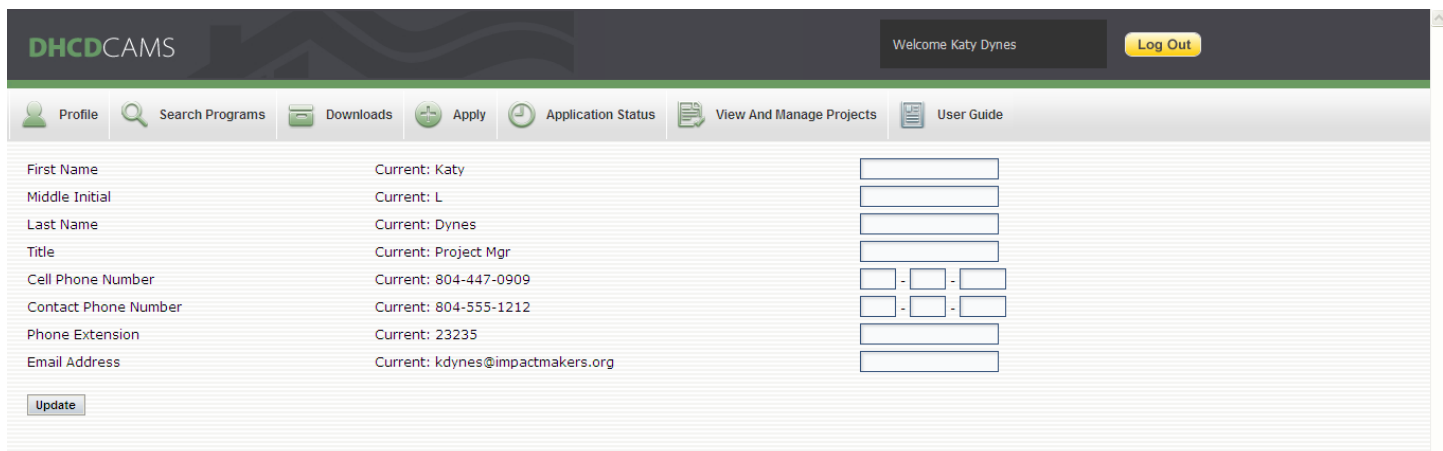
Select Manage Profile.



The screenshot shows the DHCD CAMS application interface with the "Manage Profile" page selected. The navigation bar is the same as the previous screenshot. The "Profile" dropdown menu is open, and the "Manage Profile" option is selected. The "Manage Profile" page displays a form with fields for "First Name", "Middle Initial", "Last Name", "Title", "Cell Phone Number", "Contact Phone Number", "Phone Extension", and "Email Address". Each field has a "Current" value and an input field for editing. A red arrow points to the "Manage Profile" option in the dropdown menu.

Field	Current Value	Input Field
First Name	Katy	<input type="text"/>
Middle Initial	L	<input type="text"/>
Last Name	Dynes	<input type="text"/>
Title	Project Mgr	<input type="text"/>
Cell Phone Number	804-447-0909	<input type="text"/> - <input type="text"/> - <input type="text"/>
Contact Phone Number	804-555-1212	<input type="text"/> - <input type="text"/> - <input type="text"/>
Phone Extension	23235	<input type="text"/>
Email Address	kdynes@impactmakers.org	<input type="text"/>

When the Manage Profile page displays, any to the users profile can be made here, except the users role. Role changes must be made by the Profile Manager on the **Manage Staff** page. Once changes to the user data are made in the fields to the right, click on the **Update** button to see the changes on the page.



The screenshot shows the DHCD CAMS application interface with the "Manage Profile" page. The form fields are the same as the previous screenshot. The "Update" button is highlighted with a red arrow.

**Update**

